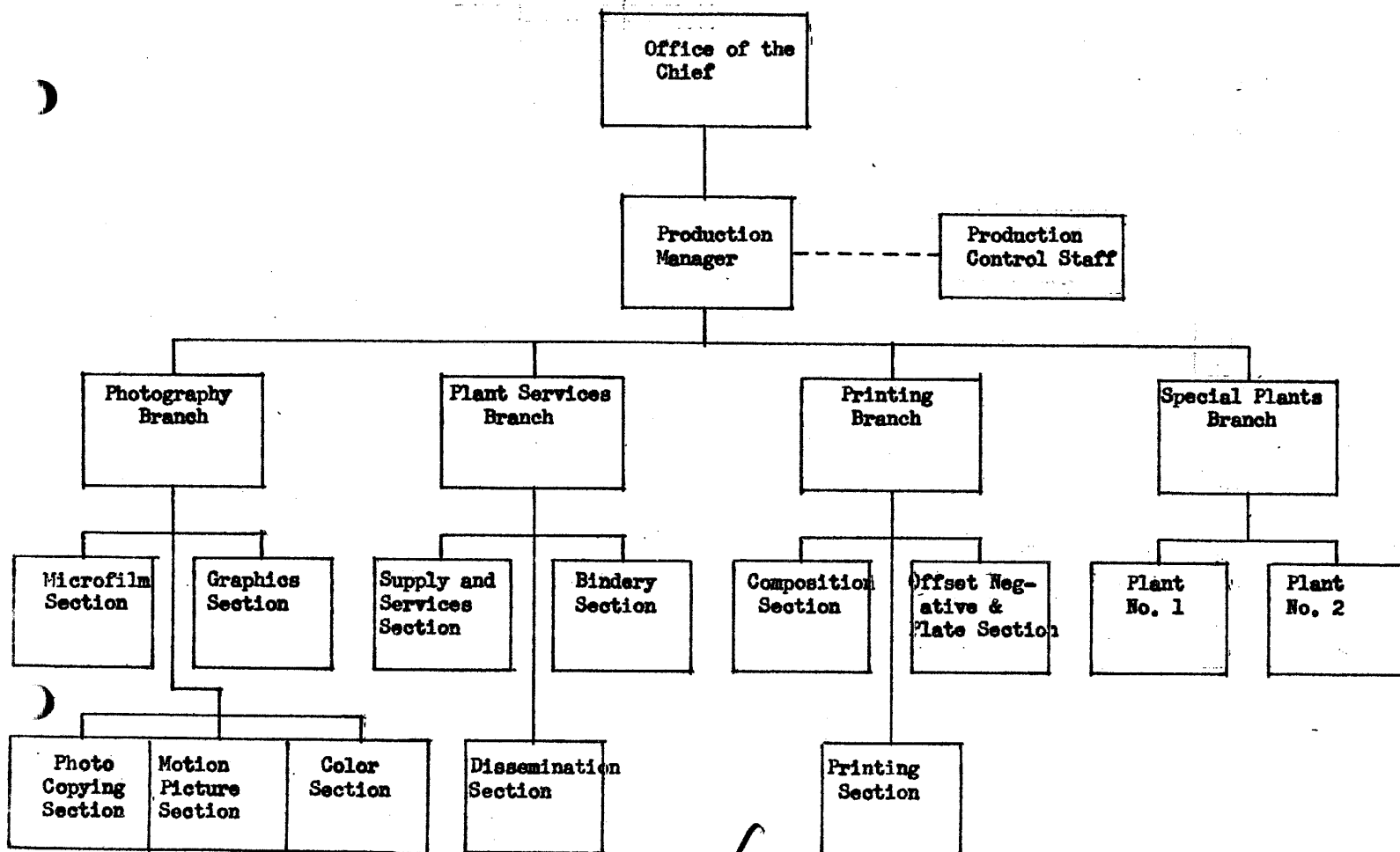


TAB

LOGISTICS OFFICE



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PRINTING AND REPRODUCTION DIVISION

LOGISTICS OFFICE

DISCUSSION

The present assignment of functions within the division of photography, printing, and all attendant service functions contained in a services branch, has been found to be a simple and workable arrangement. The structure proposed herein differs from the present structure only in the transfer of one function between sections. There are, however, four separate proposals which will affect the division personnel ceiling and are specifically identified in the staff study of which this is a part.

JUSTIFICATION

Based upon the method of computation used in arriving at the total personnel of the Procurement and Transportation Division (manhours actually worked plus 10% leave allowance divided by 2080) the division staffing is computed to be 170 man years, exclusive of the separate requests discussed in the Staff Study.

Significant average monthly workload totals are presented as follows:

Printing Branch

	<u>Stencils, Plates, or Forms</u>	<u>Impressions</u>
Mimeograph	7,775	5,000,592
Ditto	1,451	691,304
Davidson	21,797	1,048,719
Letterpress	294	363,768
Offset	483	396,096
Multilith	8,563	1,997,412

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Photography Branch

	<u>Number of Work Units</u>
Offset Camera Negatives	2,095
Layouts	2,247
Layout Negatives	6,823
Color Prints	563
Negative and Print Enlargements	2,140
Feet of Motion Picture Film	28,092
Photostats	72,341
Ozlid Prints	40,363
Microfilm	56,652
Ozaphane Prints	67,192
Microtronics	62,971
Graphics Prints	51,447

Special Plants Branch

	<u>Impressions</u>
Q Building	846,601
K Building	529,835

Man hour figures are not available against which to compare the above workload figures and therefore it is not possible to establish rates showing production per man hour for use in connection with estimated workload data. However, the following average production for the first four months of 1953 and 1954 indicate an increase in production count with an average employment of 4 less personnel in 1954.

<u>Activity</u>	<u>Monthly Work Units Produced</u>	
	<u>1953</u>	<u>1954</u>
Photographic Prints	133,760	142,386
Feet of Microfilm and Ozaphane	108,340	103,320
Offset Impressions	3,289,340	3,705,711
Letterpress Impressions	227,800	549,121
Mimeograph and Ditto Impressions	5,101,022	5,394,532
"Q" Building, Impressions	411,072	846,601
"K" Building, Impressions	341,133	529,835

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**STATEMENT OF FUNCTIONS
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE**

1. Directs the over-all printing and reproduction programs of CIA.
2. Provides printing and reproduction services to CIA on a world-wide basis, the National Security Council, and other agencies when authorized. Printing and reproduction services include offset and letterpress printing all all related operations, all types of photographic operations, collating, binding, and the dissemination facilities that are required by CIA in publishing reports, maps, surveys, and all such printed or facsimile materials necessary in fulfilling the mission of the Agency.
3. Provides technical advice and assistance. Maintains technical liaison with Government Printing Office, other governmental agencies, and commercial concerns to assure that secure printing and reproduction facilities are available to meet the needs of the Agency. Coordinates with and supports the Training Officer, Logistics Office, and the Office of Training, in the training of operational personnel in the uses of all types of printing and reproduction devices.
4. In collaboration with the Technical Review and Policy Staff, provides technical staff advice and assistance to all Agency activities for planning and reproduction of all publications, documents, and otherprinted materials originating within the Agency, and for the technical inspection of printing and reproduction activities.
5. Furnishes technical advice to the Technical Review and Policy Staff and participated in the review of all requests for printing and reproduction equipment.
6. Operates and maintains centralized and special printing and reproduction facilities at headquarters.

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STATEMENT OF FUNCTIONS
PRODUCTION MANAGER
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE

1. Supervises and coordinates the activities of the Printing, Special Plants, Photography, and Plant Services Branches of the Printing and Reproduction Division.
2. Establishes and maintains standards of production by organizational unit, process and individual, and determines work loads accordingly.
3. Prepares production reports to determine efficient personnel and machine utilization.
4. Receives, controls and assigns all incoming work to the respective branches, screening the work to determine and assure that correct reproduction facilities are utilized.
5. Maintains liaison with National Security Council and/or Agency contributor to assure completion dates are met and that distribution of work is completed.
6. Provides technical assistance on reproduction processes and facilities and is responsible for plant security.

PRODUCTION CONTROL STAFF

This Staff consists of:

The Chiefs of the Photography, Plant Services, and Printing Branches acting in a Staff capacity to the Production Manager for production planning and scheduling.

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STATEMENT OF FUNCTIONS
SPECIAL PLANTS BRANCH
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE

Maintains liaison and supervision over plants established and operated for special purpose outside the confines of a large centrally located printing and reproduction facility. Responsible for the establishment, operation and maintenance of special plants when justified to and approved by the Chief, Printing and Reproduction Division.

Plant No. 1

1. The Printing and Reproduction Division Plant No. 1 is a special establishment maintained in "Q" Building for servicing the printing and reproduction needs of the Office of Current Intelligence. The highly sensitive classification, and the emphasis on speed of OCI publications, necessitates the establishment of a separate plant.

2. Establishes and maintains versatile equipment and processes for meeting OCI requirements of printing colored maps, charts, intelligence notes and regularly datelined publications.

3. Maintains limited facsimile and photographic reproduction facilities, including color.

Services of this plant are also available to other Agency components in coordination and agreement with OCI.

Plant No. 2

1. The Printing and Reproduction Division Plant No. 2, located in "K" Building, is an establishment functionally and primarily for the support of FI/ [] Intelligence Reports Program and other DD/P activities with immediate and crash type requirements. Within capabilities, other CIA components in the area also utilize these facilities and services. A variety of processes and equipment is maintained including multitype, mimeograph, ditto, photostat, ozalid, collating and miscellaneous finishing equipment.

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STATEMENT OF FUNCTIONS (Cont'd)
PLANT NO. 2
SPECIAL PLANTS BRANCH
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE

Plant No. 2 (continued)

2. Disseminate both intra-agency and inter-agency all FI intelligence reports reproduced. The intelligence reports are packaged and/or enveloped and prepared for delivery through the agency courier system.
3. Printing and Reproduction personnel are available for consultation, advice, or assistance with any reproduction problem in the area. Close production coordination and a direct pickup and delivery service for DD/P is maintained with the main plant in

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STATEMENT OF FUNCTIONS
PHOTOGRAPHY BRANCH
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE
FUNCTIONS

1. Establishes and maintains photographic reproduction facilities to meet the overall requirements of CIA, National Security Council, and other governmental agencies when authorized. The capabilities of such facilities include copying, developing, contact printing, enlarging, and/or reduction from all types and sizes of films and paper, negative retouching, layouts for the lithographic presses, microphotography, and motion picture photography, including printing and developing of both picture and sound on film.
2. Plans, coordinates, and assigns work received to the proper section for processing. Schedules and assigns deadline for completion of all incoming work. Reviews and determines the most economical and feasible utilization of manpower and equipment commensurate with highest quality and speed of production.
3. Coordinates with Services and Supply Section, Plant Services Branch, in establishing maximum and minimum stock balances of all photographic supplies, and provides proper nomenclature and justification for all photographic supplies procured by the Printing and Reproduction Division.
4. Renders technical guidance and assistance to Agency components on all problems of photographic reproduction and advising on all newly developed techniques and advances in photographic industry. Also, maintains liaison with Agency components submitting photographic materials for processing, and establishes training procedures and methods in the training of inexperienced personnel.

Microfilm Section

1. Maintains microfilm facilities such as 16, 35, and 70 mm cameras necessary to meet filming requirements of the Agency. Facilities for copying letters, charts, books, etc., are operated and maintained.
2. Processing facilities are maintained for developing film that has been exposed in this Section and/or film that has been exposed by other Agency departmental or field officers.

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Microfilm Section (continued)

3. Provides Operation of equipment capable of duplicating microfilm by the ozaphane and positive printer process.
4. Maintains and operates electronically controlled enlargers for making paper copies of microfilm image on rolls of paper, the necessary automatic processor which fixes, washes and dries the paper in a continuous process, and electronic controlled trimming devices to trim the roll paper to desired standard sized photographic prints.

Photocopying Section

1. Maintains photostat and ozalid facilities to meet the requirements of the Agency most economically and expeditiously. Capabilities for making photostats and ozalid prints of textual materials, maps, charts, books, and reports are maintained.

Graphic Photography Section

1. Maintains equipment and facilities for copying and making photographic prints from cut sheets of film varying in size from 35 mm to 8X10 inches. Enlargement, reductions, and contact size prints are made from any and/or all negatives within these sizes.
2. Maintains printing and processing facilities for simultaneous contact printing and enlarging also the necessary equipment for processing the resultant roll of paper, and equipment to cut individual photographs from the roll.
3. Prepares lantern slides for projection purposes.

Color Photography Section

1. Provides color photography services to the Agency and to develop and process colored films and papers. Positive color transparencies for projection purposes are made and color prints are processed. In addition, color proving by photographic methods is accomplished prior to printing of all colored maps printed in the Printing Branch.

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Motion Picture Section

Reproduce, both the picture portion and sound of motion picture film. This may be contact size and/or enlargement and/or reduction duplicating. Also it may be filming on special assignment of short sequences and titles, still photographs and spicial effects such as fade-ins and fade-outs, dissolves and montages. An additional function is that of recording and duplicating sound by optical tract or magnetic tract method and the editing and synchronizing of picture and sound by use of movieola. Processing of black and white negative positive motion picture film.

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STATEMENT OF FUNCTIONS
PLANT SERVICES BRANCH
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE

1. Provide services related to the maintenance of the Reproduction Building through liaison with central CIA Building Maintenance and Utilities Section; also repair, overhaul, and maintenance of all printing and bindery equipment utilized by the Division; and the graining of zinc lithographic plates through the use of an automatic graining machine;
2. Supervise and direct operations related to procurement, storage and issue of all expendable and non-expendable supplies and equipment used by the Division; the maintenance of records of all non-expendable equipment used by the Division; obtaining, through Contract Branch, Procurement Division, of contractual services related to repair and servicing of equipment utilized by the Division; controlling and making initial distribution of all material reproduced within the Division; the manual binding and/or recovering of books; and the assembly and binding of material by hand or automatic equipment.
3. Organize and control the flow of work through the Branch for the most efficient operation. Developing Branch plans designed to increase production quantity and quality. Determine that all Branch equipment and personnel are utilized to best advantage.
4. Maintain current knowledge of all new developments in fields of bindery and supply operations for possible adaptation within the Branch.
5. Through Section supervisors, provides general supervision, such as handling grievances, developing training methods, spot-checking work for quality, deadline dates, etc.

Supply and Services Section

1. Provide procurement, through channels, inspection, storage, and issue of reproduction supplies and equipment used by the Division as well as certain items for the entire Agency; procurement of supplies, equipment, parts and repairs through established Agency requisitioning procedures. Inspection of all equipment, supplies, parts and incoming shipments as to quantity and quality; assignment of stock or other disposition. Storage of all equipment and supplies used by the Division. The issuance to other offices of certain supply items that the Printing and Reproduction Division consumes over 50% of the total Agency requirement.

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Supply and Services Section (continued)

2. Establish and operate a stock and property control system. The day by day recording of receipts and issue of all supplies used, processing of supply requisitions originating from outside the Division. The maintenance of proper stock levels at all times.
3. Provide for the repair and maintenance of all equipment or property used by the Division, such as mechanical repairs or services to equipment, including overhauling of presses or other equipment by commercial firms. Supervision of Division maintenance personnel.
4. Provide for the regaining of all zinc lithographic plates for the Division; the destruction of images on these zinc plates and regaining, gumming and returning to normal stock of all zinc plates used by the Division.

Bindery Section

1. Provide finishing operations for all printed materials and/or photographically reproduced materials in Printing and Reproduction Division. These finishing operations include collating, assembling, folding, stitching, drilling, trimming, and the maintenance of necessary equipment. Perforating facilities are also maintained.
2. Provides bindery operations, such as rebinding of books by hand or machine, gold or case stamping of binders or books, and the making of new binders and covers, are also functions of this Section. Pamphlet binding by saddle stitching or side-stitching comprises the bulk of work within the Bindery Section.
3. Maintaining of paper cutters for trimming printed materials and to cut raw stock for press use is another function of this Section. Also the operation of all mimeograph machines in the Division to insure rapid publication of mimeograph work and especially the publications.

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Distribution Section

1. Prepares for mailing, planning and scheduling of completed work for dissemination and/or distribution received from the Various Sections of the Division. All such material is disseminated and prepared for delivery.
2. Prepares for distribution all completed reproduction jobs including their logging, receipting, numbering, packaging and addressing from mailing lists.
3. Maintain in conjunction with Liaison Division of OCD approximately 40 mailing lists making daily changes of additions and deletions.
4. Maintains and operates an addressograph and graphotype machine, including cutting metal plates, addressing labels and envelopes, and establishing and maintaining mailing lists of metal plates.

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**STATEMENT OF FUNCTIONS
PRINTING BRANCH
PRINTING AND REPRODUCTION DIVISION
LOGISTICS OFFICE**

1. Establish and maintain duplicating, offset and letterpress printing equipment capable of meeting the needs of CIA, National Security Council, and other governmental agencies when authorized. All related operations that are necessary to assure versatility, and high standards of quality are also maintained. The Branch functions to provide maximum utilization of available equipment and manpower economically and expeditiously.
2. Plans, coordinates and assigns work received to the proper Section for processing. Schedules and assigns datelines for completion of all incoming work, reviews and determines that proper techniques and methods are employed in processing materials and supervises four Sections comprising composition, offset printing, platemaking and duplicating.
3. Coordinates with Services and Supply Section, Plant Services Branch, in establishing minimum and maximum stock balances of all printing supplies and provides proper nomenclature and justification for all printing supplies procured by the Division. Renders technical guidance and assistance to all Agency components on printing problems and advises on all newly developed techniques and advances in the printing field.
4. Maintains liaison with Agency components submitting material to be printed and establishes training procedures and methods in the training of inexperienced personnel.

Composition Section

1. Produces and provides original copy suitable for offset printing, casting or setting metal type for letterpress printing, making line and halftone metal engraving for letterpress printing and proofreading all these materials to assure correctness in format and style of the finished product.

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Printing Section

1. Establish and maintain facilities to meet the printing requirements of CIA both press and offset.
2. Provides duplicating services of the office machine type, multilith and Davidson offset presses, ditto machines, etc. Capabilities include printing of special programs such as OCD batch system, DD/P daily news clippings, and all manner of charts, reports, surveys, small colored maps, and studies.

Offset Negative and Plate Section

1. Prepares metal plates for use on offset printing equipment .
2. Prepares blue line and red line prints on plastic for purposes of cartographic drawing and compilation.
3. Responsible for copying materials and preparing offset negatives preparatory to printing tables, charts, reports, color maps, pamphlets, books, etc. by the lithographic process. Both line and halftone negatives are prepared for single or multiple color printing. Color separation process is utilized in producing color separation negatives. The camera is operated most technically using filters, lights, etc. to produce negatives that assure highest quality printing.
4. The function of layout is to assure register, proper alignment and apacing of the image on the printed page. Negative engraving, dot etching, and hand separation for color correction is part of this function.

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